

**SEAL BEACH RECREATION AND COMMUNITY SERVICES**

**211 8TH STREET, SEAL BEACH, CA 90740**

**OFFICE: (562) 431-2527**

**FAX: (562) 430-3498**

**PARK/ATHLETIC FACILITY RENTAL APPLICATION**

**CITY PARKS, COMMUNITY POOL & GYMNASIUM**

FACILITY(S) REQUESTED \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_

TIME(S) REQUESTED \_\_\_\_\_

GROUP/ORGANIZATION \_\_\_\_\_

PERSON RESPONSIBLE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVE PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PURPOSE OF EVENT &  
NUMBER ANTICIPATED

In consideration of acceptance of this application, I hereby certify that I shall be personally responsible on behalf of my organization or group for any damage or unnecessary abuse of buildings, grounds or equipment on said premises by my organization or group.

I, my executors, administrators and assignees waive and release the City of Seal Beach and the Seal Beach Recreation AND community Services Department, from any damage or personal injuries that I, or members of my organization or group, might sustain with use of said facilities.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THE SEAL BEACH RECREATION AND COMMUNITY SERVICES DEPARTMENT RESERVES THE RIGHT TO CHANGE PERMIT FOR CITY OR SCHOOL DISTRICT ACTIVITIES. THIS PERMIT MUST BE IN YOUR POSSESSION DURING YOUR RESERVATION.

RENTAL FEE \_\_\_\_\_

FIELD PREP \_\_\_\_\_

LIGHT USE \_\_\_\_\_

OTHER \_\_\_\_\_

SECURITY DEPOSIT \_\_\_\_\_

STAFF FEES \_\_\_\_\_

METHOD OF PAYMENT: CASH \_\_\_\_\_ CHECK \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_

**PAYABLE TO CITY OF SEAL BEACH**

CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARD HOLDERS NAME/SIGNATURE \_\_\_\_\_

TOTAL DUE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**CITY OF SEAL BEACH**  
**211 Eighth Street, Seal Beach, CA 90740**  
**COMMUNITY CENTER/FACILITY RENTAL PERMIT**  
**And/or**  
**PARK RESERVATION PERMIT**

In consideration of your application to rent/reserve \_\_\_\_\_ and your agreement to abide by the terms and conditions set out by the City of Seal Beach on said application, the City of Seal Beach hereby reserves for you and issues you:

PERMIT TO USE: \_\_\_\_\_

ON DATE(S) \_\_\_\_\_ to \_\_\_\_\_ between the hours of \_\_\_\_\_

ISSUED TO: \_\_\_\_\_ CONTACT: \_\_\_\_\_

Your permit carries with it the following conditions and/or restrictions:

**Reservations:** Reservations are accepted on a first-come, first-served basis and are valid for a 3 month (league-length) period of time. Renewals are accepted on a month-to-month basis thereafter, in accordance with adjacent policies with the Los Alamitos Unified School District and the Los Alamitos Recreation and Community Services Department policies. (Stake holder Groups).

**Priority Use:** 1 - City sponsored events and/or programs; 2 - Non-profit; City service organizations; 3 - Resident Activities; 4 - Non-resident Activities; and 5 - Commercial use.

**Staff:** A City of Seal Beach staff person has been assigned to open and secure the facility you are renting. The City staff person has the responsibility and authority to enforce City Codes as they apply to the rental and use of facility. He/she will guide you in the use of the facility, and any available equipment, but is NOT responsible for setting up or taking down tables, chairs or decorations. City staff is not authorized to act as a chaperone for any rental.

**Cleaning after the event:** As noted on your application, cleaning fees are not refundable and cover normal and standard cleaning of the facility. Cleaning fees do not cover picking up your trash, cleaning and clearing food spills, or removal of decorations.

Please review the rules and regulations you agreed to on your application, a copy of which is attached hereto. If there are no damages, no additional fees, and no infractions, the security funds deposited for your rental will be returned to the depositor within 10 to 15 business days.

If you have any question regarding this permit, please call the Recreation Office (562) 431-2527, ext. 344. We appreciate your patronage and cooperation.

Permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_